



## **Billings Job Service Employers' Committee**

### **Meeting Minutes**

February 18, 2005

#### **Employers Attending**

LynnDee Schmidt – Chair  
Jo Lamey – Vice Chair  
Diane Ruff – Treasurer  
Jay Strever  
Patty Nordlund  
Marcy Buster  
Shelly Popp- Spring Seminar Chair  
Rebecca Rhoads  
Terry Naccarato  
Kathy Jo Opperud  
Lisa Reynolds  
Bonnie Burks  
Tami Yelvington  
Margene Bernhart  
Heather Pederson

Yellowstone County  
Manpower  
Associated Employers of Montana  
Billings Gazette  
Big Sky EDA  
DESI/Job Corps  
FutureSync International  
Deaconess Billings Clinic  
ConocoPhillips Refinery  
Hoiness LaBar Insurance  
Sage Technical Services  
ConocoPhillips Refinery  
Herberger's Department Stores  
MSU-Billings Career Services  
First Interstate Bank

#### **Job Service Staff Attending**

Ginger Shepherd – Asst. Manager  
Dan Hutchinson - JSEC Coordinator  
Jamie Burgess – Job Seeker Services

#### **Excused:**

Steve Wilson  
Toby Schmidt  
Vonda Butler  
Sara Fox  
Diane Harkins-Past Chair  
Tammy Friedrich- PR  
Carolyn Wood

Career Center  
Past Scholarship Winner  
NAPA Genuine Parts  
HRDC  
PPL Montana  
Coca-Cola  
Bresnan Communications

#### **Introductions:**

Introductions were made around the table. Three new members were welcomed: Bonnie Burks – HR Assistant of ConocoPhillips Refinery; Tami Yelvington - Herberger's Department Stores; and Heather Pederson – First Interstate Bank

#### **Minutes from last meeting:**

Accepted as presented.

### **Treasurer's Report:**

Diane Ruff reported the balance as of February 17, 2005 is \$5,020.83. We have received deposits in the amount of \$661.00 for Jobs Jamboree and from the January Seminar. Dan reported he had several more checks to deposit that have recently come in.

### **Thank You:**

Jamie Burgess for taking notes.

### **Managers Report:**

Postponed until Tom Frisby's Return

### **Jobs Jamboree Planning Update:**

There are currently there are 71 booths reserved. The insurance binder is in place to cover the event. Herberger's, featuring "Job appropriate clothing vs. inappropriate job clothing" will sponsor the fashion show this year. There will be two fashion shows, approximately 30 minutes apart, with a seminar in between the shows, and additional seminars before and after. Jo Lamey made the suggestion to have the sophomore class power point presentation running throughout the day for viewing. Jobs Jamboree will take place March 29, 2005 from 11:30 – 4:30 at the Holiday Inn Grand.

### **Scholarship Committee:**

Billings JSEC will give out (2) \$1000 scholarships this year. The recipients are students who are seniors at the career center. The committee met two weeks ago and selected 6 finalists to be interviewed: Tess Hatfield, Nicolas Olivio, Jared Gable, Paul Foster, Michelle Dandrea, and Kati McCloud. Scholarship Committee Members are: Margene, Kathy Jo, Sara, LynnDee, and Jo. Interview questions to be used were reviewed. Scholarship interview appointment is set for March 4, 2005 just before and after lunch.

### **Sophomore Class Presentations:**

Billings JSEC reviewed a power point presentation produced by LynnDee Schmidt to be used for presentations. This presentation is available on CD or Dan's Jump Drive. Kathy Jo Opperud reported on her presentation at West High yesterday, stating, "It went very well." Central High School's presentation will be held on February 24, 2005. Senior's will be on March 14<sup>th</sup> and will be covered by Tammy Friedrich. Laurel and Skyview's presentation dates will be forthcoming. A motion was put forth and seconded to cover costs of printing green brochures. Motion carried. Dan provided Invoice to Diane Ruff.

### **Planning the April Seminar:**

Wendy Samson seminar on "Unleashing Accountability" will be April 26, 2005 at the Hampton Inn. Dan will mail brochures to the mailing list in early March. Six people have already signed up for the seminar.

### **Bylaws Review:**

A review of the bylaws brought to light that we do not have a “formal” planning committee in place. Jo Lamey moved to appoint a committee to formally review the bylaws and make a presentation at the next meeting concerning updating the bylaws. Motion was seconded and carried. Those who volunteered to be on committee are: Kathy Jo, Lynn Dee, Jo, Marci, and Shelly, who will meet downtown at George Henry’s on March 1, 2005. The Billings JSEC was asked to read and review the bylaws for suggestions and get those items to the Bylaws Committee before March 1st.

### **State MSEC Conference:**

MSEC Convention will be held May 23-25 in Glasgow. Billings Job Service is funding one person to attend this year, and Patty Nordlund will be funded by MSEC since she is the regional representative. Anyone interested is encouraged to attend. This is a great brainstorming opportunity, with a focus on JSEC. It was suggested that if budget allows, Billings JSEC should send one or two additional representative to the event. Discussion ensued and Shelly Popp put forth a motion to send two people, which was seconded by Patty Nordlund. Discussion of budget further ensued, and Diane Ruff amended the motion to include a \$250 cap of expenses per person. The motion carried. Ginger Shepherd will immediately look into making two additional reservations. Currently LynnDee and Patty are attending, and Marcy has expressed interest in attending. We need to come up with an item to for the silent auction at the MSEC Convention. Possible ideas were a quilt, oil painting, or gift basket with a local theme. Dan will look into possibilities and get back to the committee.

### **Youth Job Fair**

Marcy announced that the Youth Job Fair is in the making, tentatively set for April 21<sup>st</sup> from 1-6pm, with the location to be determined. This is an update since the last meeting. She’ll have more definite information at our next meeting.

### **Correspondence and Hidden Agenda:**

E-mail was passed out from Kathy Yankoff detailing Workforce Investment Act.

LynnDee made the suggestion to sell the power point presentation, which we present to the various high schools at the MSEC convention as a fundraising possibility. Suggestions were made to polish presentation and add slide on child labor laws as well as take ownership by adding something to the effect of “Program developed by Billings JSEC.” Dan will contact Kathy Yankoff to check on possibilities.

New 6-in-one posters will need to be printed soon. There is a new requirement to post the rights of service men and women who are activated due to the conflicts going on. As soon as the Legislative session is over and the new USERRA poster is available Dan will look into the cost of printing new posters.

### **Next Meeting:**

The suggestion was made that we hold meetings at various JSEC Member’s place of business. We could have a tour of the facility and showcase their business, etc. We would like to look at doing this at least a few times a year. Patty Nordlund, from Big Sky EDA, and Lisa from Sage Technical expressed interest in hosting the meetings in March and April. Jay Strever of The Billings Gazette indicated he would like to host a meeting next fall. The next JSEC Meeting will be March 18<sup>th</sup> and will be held at Big Sky EDA, which is in the Granite Tower at 222 N. 32<sup>nd</sup> St. The April Meeting will be held at Sage Technical.